



Upper Pottsgrove Township Civil Service Commission

MINUTES April 7, 2011

CALL TO ORDER:

This meeting of the Upper Pottsgrove Township Civil Service Commission is hereby brought to order at 7:25 PM by Commissioner Leister. This public meeting has been duly advertised in the Pottstown Mercury on April 6, 2011 in accordance with the Sunshine Act. All members of the Commission including Alternates were notified by US Postal Service. Commissioners & Alternates were also sent email reminders.

MOMENT of SILENCE in Memory of CSC Gil Duncan/Pledge of Allegiance :

ROLL CALL:

COMMISSIONERS:

BRANDEL LEISTER

ALTERNATES:

NICE JETER JOHNSON

Also in attendance:

NONE

APPROVAL OF MINUTES of PREVIOUS MEETING: January 4, 2010:

Approved by: Nice

Seconded by: Jeter

Vote: Aye: **All** Opposed: None

Motion: Passes:

UNFINISHED BUSINESS:



Upper Pottsgrove Township Civil Service Commission

CIVIL SERVICE RULES & REGULATIONS:

While we finally had our R&R's converted to a Windows-based format and received Board approval for the updates (in 2007) we still have not assembled them into a contiguous layout which includes the Application, Form Letters, Index and Appendix. This still has to be addressed as a priority in 2011 in case anyone requests a copy of same. The current copy is useable because it reflects all the rules. But this is a project that just needs to be completed.

Discussion: Secty Leister will work on these issues as able. Medical set-backs this past year prevented any focus on this project

HEARINGS:

None

NEW BUSINESS:

Organization: (Procedural Explanation)

Nomination for position/**Vice-Chairperson: Nice**

Made by: **Leister**; Seconded by: **Jeter**

Vote: Aye: **All** Opposed: **None**

Nomination: Passes

ANNUAL REPORT

As required by the First Class Township Act was prepared and posted on the bulletin board in the hallway. I also distributed copies via email to everyone here, the Board and I mailed one to Mr. Nice via snail mail. There was nothing significant to report last year both activity-wise nor financially.



Upper Pottsgrove Township Civil Service Commission

ANY OTHER NEW BUSINESS:

Motion by Leister:

Rather than wait another 8 months (until our next meeting) to expedite these minutes and have them posted to the Twp website, I ask that we approve them now (since they are the same as the Agenda).

All in favor: AYE Opposed: None

Request: Passes

MOTION TO ADJOURN:

Made by: Nice

Seconded by: Jeter

All in favor: AYE Opposed: _____

Motion Passes at 7:50 PM

Respectfully submitted,

Reginald Leister

Reginald Leister

Secretary

Upper Pottsgrove Township

Civil Service Commission